

COMMITMENT TO PROFESSIONALISM AND CIVILITY

Serving on a hiring committee is a significant responsibility that directly impacts the quality and effectiveness of our hires and our overall Jaguar community. It involves selecting individuals who will uphold the SWC's mission and values, ensuring that the community receives the best possible service. Civil discourse is crucial in the hiring process for several reasons:

- **Fostering a Respectful Environment:** It is important that all committee members feel valued and heard, promoting a collaborative atmosphere where diverse perspectives can be shared openly.
- **Fair and Impartial Decision-Making:** A civil approach helps maintain objectivity and fairness, reducing biases and ensuring that candidates are evaluated based on their qualifications and fit for the role.
- **Building Trust and Credibility:** Demonstrating civility throughout the hiring process builds trust with candidates and the public, reinforcing the agency's commitment to integrity and transparency.
- **Encouraging Positive Interactions:** Civility sets a positive tone for interactions with candidates, making the process more pleasant and professional, which can enhance the agency's reputation.

By prioritizing civility, hiring committees can make more thoughtful, equitable, and effective decisions, ultimately benefiting the entire District community. Employees of the District are expected to embody the professional ethics outlined in our [Institutional Code of Ethics: Policy No. 3050](#). Below is a list of applicable codes of ethics as referenced in our District policy:

- Fulfill the duties of employment to the highest standards.
- Respect the personal values, beliefs and behaviors of others and reflect this in all interactions with colleagues, students, and the public.
- Avoid any conflict of interest or the appearance of impropriety between obligations to the District and private business or personal commitments and relationships.
- Keep confidential all information regarding students or staff obtained in the course of District employment.
- Encourage open communication and make positive contributions to the District.
- Support and abide by the District's established policies and procedures and act within applicable laws, codes and regulations.
- Maintain awareness of the cultural and economic make-up, geographic distribution, characteristics and educational needs of the community.
- Demonstrate commitment to the highest ideals of honor and integrity in all public and personal relationships and activities.

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above information and accept that I must recommit myself to the tenets of civil discourse and professionalism in order to serve on selection committees at SWC.

Name

Signature

Date

Created: 8.8.2024

Revised: 02.10.2025

CONFIDENTIALITY AGREEMENT

Selection Committee deliberations must be kept completely confidential during and after the process, in perpetuity.

[District Procedure 7120 AP – Recruitment & Hiring](#) states in relevant part:

Confidentiality must be maintained throughout the recruitment and hiring process. Each member of the Selection Committee must sign a Confidentiality Agreement for Selection Committee Members and Statement of Compliance for Selection Committee Members (Non-Discrimination Statement).

Any breach of confidentiality will result in the removal of the committee member and abeyance of the recruitment process. There are limited circumstances under which disclosure of confidential information is authorized (to a District-hired investigator, under subpoena, etc.).

No discussions regarding the selection process shall take place outside the Selection Committee meetings.

Selection Committee members agree not to release any confidential information which relates to the selection process, including, but not limited to:

- Names of persons who have applied for employment with the District.
- Number of applications received.
- Application or applicant ratings or status.
- Any information pertaining to references, results or interview questions.
- Written materials turned in by any applicant.
- Discussions by or about applicants or committee members.

Concerns regarding any issues involving a Selection Committee must be addressed immediately and directly to the Director of Human Resources. Disclosing this information to any other party outside the Selection Committee (union representative, other administrator, Governing Board member) is a breach of confidentiality. Any breach of confidentiality will result in disciplinary action.

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above information. I accept that I must comply with the confidentiality as outlined above in order to serve on selection committees at SWC.

Name

Signature

Date

Created: 8.8.2024

Revised: 02.10.2025

CONFLICT OF INTEREST

Southwestern Community College District seeks the most qualified candidates for faculty, administration and staff. An employee must not engage in any activities that create a conflict of interest between the employee's assigned functions and any other interest or obligation. Applicants seeking employment with Southwestern Community College District must do so on the basis of personal merit and professional qualifications.

Definitions:

- **"Immediate family"** means parent, spouse, son, son-in-law, brother, brother-in-law, daughter, daughter-in-law, sister, sister-in-law, grandchild, aunt, uncle, cousin, niece, nephew, step-relative in any of the above categories, domestic partners as defined by Family Code Section 297, et seq., or any relative living in the current employee's home.
- **"Related individuals"** means romantic and/or sexual relationships or intense personal friendships, or significant business relationships.

It is critical that the District avoid all perceptions of conflict of interest in the selection process. Selection committee members are required to disclose to Human Resources any immediate family/related individual relationship with any applicant(s) involved in any recruitment for which they serve as a committee member. This disclosure must occur as soon as the applicants are identified, whether or not there is reason to believe that a conflict of interest exists. Failure to disclose will result in immediate removal from the Selection Committee and disciplinary action.

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above information. I accept that I must immediately disclose to Human Resources any possible immediate family/related individuals relationship that I and an applicant share in order to serve on selection committees at SWC.

Name

Signature

Date

NON-DISCRIMINATION

The District is an equal opportunity employer that shall provide an educational and work environment in which no person is denied access to, or the benefits of, any program or activity of the District on the basis of federal or state protected classes including, but not limited to: race and/or trait(s) historically associated with race (including, but not limited to hair texture and “protective hairstyles”); color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including pregnancy, childbirth, breastfeeding or related medical condition); sexual orientation; gender identity, gender expression; physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.

The College District is committed to equal employment opportunity. Any Selection Committee member who displays any unfair bias will be removed from the Selection Committee and will be subject to disciplinary action for violation of the following:

- [Notice of Non-Discrimination](#)
- [Board Policy 3410: Nondiscrimination](#)
- [Board Policy 3420: Equal Employment Opportunity](#)

Any concerns regarding the possible discrimination against a specific applicant should be addressed immediately and directly to the Director of Human Resources

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above information and accept that I must recommit myself to the tenets of non-discrimination and acceptance in order to serve on selection committees at SWC.

Name

Signature

Date